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Chief, [REDACTED] 25X1A8a

28 January 1947

Deputy Chief, [REDACTED]

Meeting

Meeting following personnel 9:15 A.M. this date:

25X1A9a

Following verbal instructions issued to Division Chiefs:

1. Hereafter deals directly with Deputy Chief, except during his absence when matter at hand is considered urgent enough to discuss directly with Chief.

2. For the time being, all outgoing messages and official correspondence to be approved by Deputy Chief. All incoming messages and official correspondence to be submitted to Deputy Chief for his information and appropriate action, if necessary.

3. Outgoing communications and official mail to be signed for the Chief by the appropriate staff officer, or by the Chief, personally, in lieu of being signed by the Division Chief.

4. Chiefs of Divisions instructed to have official correspondence addressed to - Chief, [REDACTED] and marked attention Mr. so and so, if appropriate.

5. Classification survey starts February 1. Division Chiefs directed to prepare brief job descriptions for presentation to classification people.

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No Change in Class.	<input type="checkbox"/>
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